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| **Date** | **February 16th** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Tiffany Lewison |
| **Subject** | SMEC Board meeting | | |
| **Attendees** | Brian S, Dan A, Jeff S, Denise K, John M, Jennifer B, Paul B, Tiffany L, via phone: Todd L | | |

| Key Points Discussed | | |
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| No | Topic | **Highlights** |
| 1 | Approve minutes | **1st John M 2nd Paul B** |
| 2 | **Approve bills** | **1st Jennifer B 2nd Jeff S** |
| 3 | **Review Bank Rec Statements** | **1st Paul B 2nd Brian S** |
| 4 | **Review Next Step Bank Statement** |  |
| 4 | **Approve SERVs printout** | **1st Jennifer B 2nd Brian S** |
| 5 | **Business manager update** | **Business manager meeting February 21st to discuss EDRS, billing and ALC funding; revised budget next month at board meeting** |
| 6 | Admin Council update | **Jeff Sampson: next meeting is March 15th at 1pm – working on agenda; toured a building in Leroy for potential future building/programming needs for SMEC** |
| 7 | Applitrak Quotes | **SMEC is choosing to not move forward with quotes at this time, will look into quotes without assessment portion** |
| 8 | Self-funded insurance update | Possible dates to meet with Amy: Feb 28, March 1, March 2, March 8, March 9: **March 8th at 4pm in Southland Board room** |
| 9 | Student teaching | **Winona (email to Paul with interested students): all 5 student teachers will be picked up by a SMEC district**; **Riverland: Denise and Dan visited the Human Services Associate Degree program at Riverland to visit about working within SMEC to fill credit hours;** **Mankato: not willing to work with SMEC at this time, will plan to visit them;** **Augsburg partnership: tabeling to March 2017 board meeting;** SMSU Agreement; **General discussion: allow student teachers to teach within SMEC and hire them as a full-time sub for the consortium, if enough student teachers start having a student teacher workshop, work to be present on college campuses and get to know the students, looking into a grant that will cover the cost of the ParaPro test for paras and will put them onto the sub list** |
| 10 | ALC Updates | **ALC credit recovery: get forms to counselors; Targeted services: working on application/need to offer MS ALC (project based learning for MS ALC), hoping to have targeted services in place by this summer; Early Middle College Program: brings people on site from technical colleges to set up displays, will work on application in future; Working on final approval for Work Experience Disadvantaged Program for the ALC** |
| 11 | Service animal policy | **Reviewed updated service animal policy; service animal (dog) is not a therapy animal; 2 questions to be asked: ‘What is the task of the service animal?’ and ‘Is the service animal used for a disability?’** |
| 12 | Tuition spreadsheets | **Went over tuition spreadsheets as a group; all tuition billing looks good to date** |
| 13 | Adjourn | **1st Brian S 2nd Paul B** |